



Gull Lake Community Schools  
Richland, Michigan

**JOB POSTING**  
**Elementary Summer School Teacher Coordinator**

January 10, 2023

**Internal Posting Only**

**Job Summary:**

Under the direction of the Director of Curriculum and Instructional Technology, the coordinator is responsible for the planning and delivering of Reading, Writing and Math curriculum as specified by the needs of each elementary student in their summer school profile. Teaching responsibilities will include the utilization of researched-based interventions.

**Qualifications:**

**Required:**

- A. A valid Michigan elementary teaching certification
- B. Teaching experience in the early elementary grades
- C. Administrative experience or training
- D. Previous Summer School work experience
- E. Knowledge and experience in reading, writing and math instruction
- F. Training in and experience with administering district assessments such as Acadience & DELTA
- G. Training in and experience with delivering district interventions such as Sound Partners, Word Warm-ups, GATE, Comprehension Toolkit, etc.
- H. Demonstrate the ability to use student data to inform instructional practices
- I. A demonstrated ability to communicate effectively—orally and in writing

**Desirable Characteristics:**

- A. Previous experience teaching at the elementary level
- B. Knowledge of reading and math interventions
- C. Demonstrated success as collaborator and proven team player
- D. Experience using technology as an instructional tool in the classroom
- E. Demonstrated successful communication skills with students, staff, parents and community

**Duties:**

- A. Monitor and document student progress
- B. Provide and maintain an orderly classroom environment
- C. Attend a staff meeting the week prior to the start of summer school
- D. Available to work the entire four weeks
- E. Ability to plan and organize
- F. Perform other duties as assigned by coordinator and administration

**STATEMENT OF NON-DISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

**CRIMINAL RECORDS CHECK**

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: February 3, 2023**

**Employment Dates: To Be Determined**

**Salary: \$3,500.00**

**Apply To:** To be considered as a candidate, you must submit by the deadline a letter of interest stating rationale for applying and qualifications for the position to: Sherri Simmons, Human Resources at [ssimmons@gullakecs.org](mailto:ssimmons@gullakecs.org)